

Admission Regulations

For the purpose of these regulations a domestic student is defined as a citizen or permanent resident of New Zealand, Australia, Cook Islands, Niue, Tokelau, or a citizen of another country who is resident in New Zealand as a consequence of assignment to a diplomatic or consular post, and their immediate dependents.

When not specified, 'applicant' applies to both domestic and international students.

Additional admission requirements apply to international students and can be found under International Student Regulations.

1. GENERAL ADMISSION CRITERIA

- 1.1 Carey Baptist College, "Carey", admits students to its academic programmes without prejudice in matters regarding ethnicity/race, age, gender, physical or other disability. It is our belief that people are divinely created, with gifts that render all capable of service to God and humanity, and should be given the opportunity to study to their level of ability.
- 1.2 It is expected that applicants will demonstrate an appropriate level of maturity and Christian character development. While students are not required to hold a personal commitment to the Christian faith, to enrol in courses they should acknowledge the existence and validity of Christianity as a ruling philosophy for personal daily life and social conduct.
- 1.3 Admission requirements vary depending on the programme of study and are listed under specific programme regulations. Please refer to the specific programme regulations outlined later in these regulations.
- 1.4 As most tuition is given in English, all applicants need to be proficient in understanding, reading, writing and speaking English.

2. INTERNATIONAL STUDENT ADMISSIONS CRITERIA

2.1. ACADEMIC AND ENGLISH LANGUAGE CRITERIA

Prior to enrolling an international student in any programme, the student must be able to verify that they have the necessary English language proficiency. An international applicant must demonstrate that they have satisfied one of the following conditions:

- 2.1.1. achieved, within the two years preceding the proposed date of enrolment, one of the internationally recognised proficiency test outcomes. IELTS is the preferred language proficiency measure used by Carey, specific IELTS levels for different programmes are outlined below
- 2.1.2. achieved National Certificate of Educational Achievement (NCEA) Level 3 and has met New Zealand University Entrance requirements
- 2.1.3. received an undergraduate or higher qualification from either, New Zealand, Australia, Canada, The Republic of Ireland, South Africa, the United Kingdom, or the United States, OR been awarded the Cambridge Certificate in English Language Teaching to Adults (CELTA)

2.1.4. completed at least five years secondary education at schools where the student was taught using English as the language of instruction

2.1.5. completed all primary education and at least three years secondary education at schools where the student was taught using English as the language of instruction

IELTS is the preferred English language proficiency test used at Carey. Once the IELTS test is completed the applicant must provide Carey with a copy of their test results prior to acceptance on a programme. The minimum required results are as follows:

2.1.6. For the Certificate/Diploma in Christian Studies, a minimum IELTS score of 5.5 (Academic), or its equivalent in accordance to NZQA Rules 13 Table 2 and/or other NZQA accepted evidence of English language proficiency.

2.1.7. For the Bachelor of Applied Theology: a minimum score of 6.0 in their International English Language Testing System (IELTS) Academic Test, with a score of 5.5 or higher in all bands; or its equivalent in accordance to NZQA Rules 13 Table 2 and/or other NZQA accepted evidence of English language proficiency.

2.1.8. For admission into Post Graduate programmes: a minimum score of 7.0 in their IELTS Academic Test, with a minimum score of 7.0 or higher in the writing band: or its equivalent in accordance to NZQA Rules 13 Table 2 and/or other NZQA accepted evidence of English language proficiency.

All costs associated with the IELTS Academic Test must be met by the student. For other equivalent English Language Proficiency scores please refer to <https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>

2.2 VISA REQUIREMENTS

2.2.1. The New Zealand Government requires that an international applicant must obtain a student visa through the nearest New Zealand embassy or consulate or through an Immigration New Zealand (INZ) office in New Zealand before they can be enrolled to study at Carey. For more information regarding visas see www.immigration.govt.nz.

2.2.2. All international applicants are required to hold and provide evidence of a current student visa, visa approval notification, or in the case of a pathway student visa, their letter from Immigration New Zealand. The above must be presented to the Academic Registrar to complete the enrolment process. To fulfil visa requirements an international applicant may not undertake less than 60 credits in any semester, unless they are completing a programme and are in their final semester of study.

2.2.3. If an international applicant wishes to study part-time and holds a work visa they must first obtain a "Variation of Condition" through an INZ office in New Zealand. This must then be presented to the Academic Registrar to complete the enrolment process.

2.3 MEDICAL INSURANCE

2.3.1. Carey also requires that all international applicants have appropriate and current medical and travel insurance that complies with the Education (Pastoral Care of International Students) Code of Practice 2016 for the duration of their studies in New Zealand. A copy of the compliant insurance policy must be presented to the Academic Registrar to complete the enrolment process

2.4 ACCOMMODATION

2.4.1. International applicants must make arrangements for their own accommodation.

2.4.2. In accordance with the Education (Pastoral Care of International Students) Code of Practice 2016 international students under the age of 18 years must live full-time with either a relative, an approved caregiver, or in an approved home-stay; evidence of this must be presented to the Academic Registrar

2.5 ADDITIONAL REQUIREMENTS

International applications are accepted on the basis that enrolment at Carey will be of genuine benefit to the applicant in their Christian ministry or mission; applicants may be declined if their reason for studying at Carey is based on political, economic, or other personal needs. Therefore, the following information must accompany their completed application.

2.5.1. CHURCH MEMBERSHIP

A written statement regarding the applicant's Church membership. This statement should include information about any group or denomination that the Church belongs to and a copy of the Church's Statement of Faith.

2.5.2. Statement of Intent

A short-written statement outlining the applicant's personal desire to study at Carey, including why Carey has been chosen, as against other colleges and training centres, either in New Zealand or in other countries.

2.5.3. REFEREES

International applicants are also required to nominate referees. Three referees are required, one of which must be the applicant's Pastor or Church Leader.

If references are not written in English a translation must be provided. This translation cannot be completed by the applicant and must be verified as genuine by a Notary Public.

2.5.4. Police Clearance

International applicants must provide a Police Clearance Certificate, in place of the Police Vetting Service Request and Consent Form, from their country of citizenship and for any country in which they have lived for more than a period of 12 months within the last 10 years. Please also note that this Police Clearance should be less than 6 months old.

2.5.5. DECLARATION

International applicants must sign a declaration stating that they:

- are willing to accept the rules and ethos of Carey while a student here
- will not leave the course or transfer to any other course or institution without the full knowledge and agreement of Carey
- are aware that Carey has no legal obligation to them as a student other than the obligations required by the Education (Pastoral Care of International Students) Code of Practice 2016 and our own Board.
- will not withhold any information that may materially affect Carey's ability to assess their application
- will inform Carey if they have applications in at the same time to other institutions in New Zealand or elsewhere.

3. ADMISSIONS PROCEDURE

- 3.1. All applicants must complete an Application Form via the Carey website and submit all required documentation for their programme of study. Application closing dates can be found on the Carey website, www.carey.ac.nz.
- 3.2. Applicants may be required to attend an interview as part of their admission. If an interview is required, the applicant will be contacted to arrange an appropriate time.
- 3.3. An application will only be considered once all documentation is received and interviews conducted (if required).
- 3.4. All applicants should submit their application within the timeframes specified in the key academic date schedule, however depending on the programme of study a late application may be considered if sufficient reason is given.

4. SELECTION PROCESS

- 4.1. The decision on whether to offer a place is determined by the Academic Committee and overseen by the Academic Director, and takes into account all the evidence supplied which demonstrates the applicant's ability to study at the required academic level.
- 4.2. Once a decision is made the applicant will be advised in writing of the outcome. Generally, an applicant can expect to be notified of the decision within seven to ten working days of the application being submitted.
- 4.3. If an applicant is admitted into a programme they will be required to enrol in courses and will receive a fees invoice, and details of the protection of fees arrangement through the Public Trust. All fees must be paid before enrolment is complete; see Fees Regulations and Schedule. Once paid the applicant will receive a receipt of payment.
- 4.4. Applicants should normally enrol for both semesters in a given academic year.
- 4.5. There may be a limitation on the number of students who can be enrolled in a programme or course in a given year; see Enrolment and Programme Regulations for more information.

5. DECLINED OR CANCELLED ADMISSION

- 5.1. At the discretion of the Academic Director an applicant may be declined admission or enrolment if they do not meet the requirements of the Admission Regulations.
- 5.2. Further, in accordance with the Education Act 1989, Carey may decline or cancel the admission or enrolment of an applicant on the grounds that the applicant is not of good character, has been found guilty of misconduct, has a breach of disciplinary measures, or is currently excluded or suspended from another tertiary institution.
- 5.3. If an applicant is unsuccessful in receiving an offer of place, an appeal can be made in writing within five working days of receipt of their declined application to the Academic Director. The Academic Director will consider whether there are grounds for the appeal to be upheld in consultation with the Academic Registrar. The Academic Director's decision is final and will be communicated to the student within five working days from the time of the application being received.